



**JUSTICE CABINET
DEPARTMENT OF
JUVENILE JUSTICE
POLICY AND PROCEDURES**

REFERENCES:
3-JTS-1B-16
3-JDF-1B-17; 3A-25
4-JCRF-1B-15;
4-JCF-6B-02
1-JDTP-1B-16
1-JBC-1B-15
2-CO-1B-11

CHAPTER: Administration

AUTHORITY: KRS 15A.065

SUBJECT: Insurance

POLICY NUMBER: DJJ 118

TOTAL PAGES: 2

EFFECTIVE DATE: 12/01/2014

APPROVAL: Bob D. Hayter

,COMMISSIONER

I. POLICY

The Department for Juvenile Justice shall provide Worker's Compensation for all employees. A public employee blanket bond shall cover all employees. Liability coverage shall be provided for all official vehicles. The Department of Juvenile Justice shall also provide insurance on physical properties and the contents of those properties.

II. APPLICABILITY

This policy shall apply to all DJJ employees, offices, and programs.

III. DEFINITIONS

Not Applicable

IV. PROCEDURES

- A. Worker's Compensation: Claims for benefits shall be forwarded to the Department of Personnel, Division of Employee benefits, and Workers' Compensation Branch. Claims shall be processed and reviewed by the State Workers' Compensation Administrator along with the third party administrator.
- B. Building and Contents Coverage: Coverage for losses to the building and its contents shall be covered by a private insurance carrier selected by the Department of Insurance (State Fire and Tornado Insurance Fund). In the event of loss to the buildings or their contents, immediately notify the DJJ Central Office Insurance Representative for additional claim reporting requirements.
- C. Blanket Bond: The blanket bond shall cover all losses resulting from crime or dishonesty by a state employee. The Finance and Administration Cabinet shall set the limits of coverage.

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- D. State Vehicles: Employees driving state vehicles shall be covered by liability insurance secured for the Commonwealth by the Finance and Administration Cabinet. The Finance and Administration Cabinet shall set the limits of coverage. A Department of Transportation (DOT) Vehicle Operator's Handbook and insurance card shall be kept in the glove compartment of all vehicles; if missing, call 1-800-435-0714. In case of accident, the DJJ Central Office Insurance Representative shall be notified as soon as possible; also call the (DOT) Accident Hot Line (1-800-435-0714).
- E. Civil Liability: The Commonwealth of Kentucky preserves the sovereign, qualified, and official immunity on behalf of the Department of Juvenile Justice, any of its officers, agents, or employees while acting in the scope of their employment with the department, except where sovereign immunity is specifically and expressly waived as set forth by statute. No action for negligence may be brought in any court or forum other than the Kentucky Board of Claims. In accordance with KRS 44.070 to 44.165, the Board of Claims has exclusive jurisdiction to hear claims and to award compensation for damages sustained to either person or property.

V. MONITORING MECHANISM

The Director of Administrative Services and Fiscal Branch Manager shall monitor these activities.